

TOWNSHIP OF BIRCH RUN  
SAGINAW COUNTY, MICHIGAN

BIRCH RUN TOWNSHIP  
INSPECTION FEES & SURETY DEPOSIT RESOLUTION  
NO. 2020-06

At a Regular Meeting of the Birch Run Township Board, Township of Birch Run, Saginaw County, Michigan, held at the Township Meeting Room on the 11<sup>th</sup> day of February, 2020, at 7 o'clock Eastern Standard Time.

PRESENT: Letterman, Trinklein, Parlberg, Kiessling, Sheridan, Totten  
ABSENT: Moore

The following resolution was made by Trinklein and seconded by Kiessling:

WHEREAS, Birch Run Township has previously approved a surety deposit for all residential construction of \$300.00; residential accessory structures of \$150.00; and

WHEREAS, Birch Run Township has previously approved a surety deposit for all commercial construction of 3% of the construction cost; and

WHEREAS, Birch Run Township is currently utilizing the Building Permit Fee Table 1-A; and

WHEREAS, the Building Department recommends the approval of the attached schedule of fees and surety cost associated with building construction.

NOW, THEREFORE, BE IT RESOLVED, that the Birch Run Township Board, by an affirmative vote of its members, does hereby approve the following Building, Plumbing, Mechanical, and Electrical Permits, Plan Reviews, Inspection Fees, and Surety Deposits:

**SECTION 1, PURPOSE:**

The purpose of this resolution is to establish reasonable fees for the exclusive use of the Birch Run Township Building Department pertaining to Building, Plumbing, Mechanical, and Electrical, Permit and Inspection Fees, Plan Review, and surety deposits to be charged by the Township, so as to further help to maintain the safety, health and welfare of all of the citizens of Birch Run Township.

**SECTION 2, SHORT TITLE:**

This Resolution shall be known as the "Building, Plumbing, Mechanical, and Electrical Permit, Plan Review, Inspection Fee and Surety Deposit Resolution."

**SECTION 3, FEES:**

Valuation Cost and Permit Fees:

Birch Run Township hereby establishes the value of construction for a building permit to be calculated by using an appropriate table from the "Building Valuation Data" as prescribed in the Building Safety Journal published by the International Code Council. In the absence of the aforementioned data, the Township Board may appoint the Building Official to calculate the permit fees.

Building Permit Fees are hereby established at 100% of the fees as set forth in the schedule of permit fees in the following table. The fees are to be determined by the cost of construction, and to be as follows:

TABLE 1-A Building Permit Fees

Total Valuation	Fee
\$1.00 to \$500.00	\$100.00
\$501.00 to \$2,000.00	\$100.00 for the first \$500.00 plus \$6.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$190.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$535.00 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$797.50 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1172.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3572.50 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6072.50 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof

**Other Inspections and Fees:**

1. Inspections outside of normal business hours.....\$100.00 per hour<sup>1</sup>  
(minimum charge – two hours)
2. Reinspection fees assessed under provision of Section 109/R109.....\$100.00 per inspection<sup>1</sup>
3. Inspections for which no fee is specifically indicated.....\$100.00 per inspection<sup>1</sup>  
(minimum charge ½ hour)
4. Additional plan review required by changes, additions, or revisions to plans....\$100.00 per hour<sup>1</sup>  
(minimum charge ½ hour)
5. For use of outside consultants for plan checking and inspections, or both.....Actual costs<sup>2</sup>

<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead,

equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup> Actual costs include administrative and overhead costs

The fees set forth in this section covers all of the inspections required under the most current Michigan Building Code, promulgated by the International Code Council, but does not include plumbing, mechanical, electrical, any other required inspections, or re-inspections required, caused or necessitated by poor workmanship, correction notices or by violations of the provisions and requirements of the Michigan Building Code's. All re-inspections that are required or necessitated shall require the payment of an additional inspection fee as charged by the inspector having authority for the jurisdiction. Building or construction permit fees do not include the required fees for zoning, electrical, plumbing, or mechanical work; such fees are required as stated on those respective permit applications.

**SECTION 4, PLAN REVIEW FEES:**

When submittal documents are required by Section 106 of the Codes, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be sixty-five (65%) percent of the building permit fee as shown in Table 1-A. The plan review fees specified in this section are separate fees from the permit fees specified in section 108 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

## **SECTION 5, SECURITY OR SURETY DEPOSIT**

In addition to the Permit Fees for Building Code Construction, as set forth herein, an additional deposit shall be required before a Building Permit for such proposed construction is issued. Such deposits are to be held by the Township to assure that all inspections are performed, and a Certificate of Occupancy is secured, before such building, or part thereof constructed is occupied. Any and all re-inspections fees shall be deducted from the security or surety deposit made, and any remaining money, if any, will be refunded upon the issuance of a Certificate of Occupancy Permit.

Surety Deposits are as follows:

- 1.) Four Hundred (\*\$400.00) Dollar surety shall be deposited prior to a building permit Being issued for a proposed residential structure, alteration or addition thereto.
- 2.) Two Hundred (\*\$200.00) Dollar surety shall be deposited prior to a building permit being issued for an accessory structure, alteration or addition thereto.
- 3.) Any and all Commercial or Industrial construction and or development requiring a Building Permit shall, in addition to the Permit Fee for Building Code Construction, deposit a surety equal to three (\*3%) percent of the estimated construction cost as calculated by the Building Official. Said deposit will be held by the Township and will be subject to provisions as set forth in this ordinance.

\*The Building Official with concurrence of the Township Supervisor may waive the surety fees for just cause.

## **SECTION 6, INCONSISTANT ORDINANCES, RESOLUTIONS, MOTIONS:**

All Ordinances, Resolutions, Motions, or parts thereof or any inconsistent or in conflict herewith are hereby repealed. All other Ordinances, Resolutions, Motions of Birch Run Township inconsistent with the provisions of this Resolution are, to the extent of such inconsistency, superseded by this Resolution. All provisions of the "Building Code," the "Plumbing Code," the "Mechanical Code," and the "Electrical Code," which are inconsistent with the provisions set forth in this Resolution are hereby repealed. Provided, however, said repeal shall not abate any action now pending under or by virtue of the Ordinance, Resolution, Motion, herein or hereby repealed, nor shall said repeal discontinue, abate, modify, or alter any penalty accrued or to occur or affect the rights of any person, firm, or corporation, or waive any rights of this Township under any section or provision of the Ordinance, Resolution, Motion herein or hereby repealed, existing at the time of the passage of this Resolution.

## **SECTION 7, PENALTY:**

Any person, firm, or corporation that violates any of the provisions of this Resolution shall be guilty of a Civil Infraction and shall be subject to the rules and regulations of Birch Run Township Violations Bureau.

## **SECTION 8, INVALIDITY:**

If any section, paragraph, sentence, clause, phrase or part of this Resolution shall be declared invalid for any reason whatsoever, such a decision shall not affect the remaining portions of this Resolution which shall remain in full force and effect; and to this end, the provisions of this Resolution are hereby declared to be severable.

## **SECTION 9, APPROVAL AND EFFECTIVE DATE:**

This Resolution shall become effective upon approval from the authority having jurisdiction as provided by law.

Date of Application \_\_\_\_\_

**ZONING PERMIT APPLICATION**  
**BIRCH RUN TOWNSHIP**  
**8425 Main St. | P.O. Box 152**  
**Ph. #: (989) 624-9773 | Fax #: (989) 624-1177**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (home) \_\_\_\_\_ PHONE (work) \_\_\_\_\_

Tax Parcel # of lot \_\_\_\_\_ Zoning District \_\_\_\_\_

Application Fee     \$65.00

Proposed use of parcel \_\_\_\_\_

- Attach a Scaled Drawing. Drawing may be on 8 ½ x 11 paper. Sketch your lot size (giving all dimensions), location of house, well, septic system or public utilities, driveway, and any easements, lake, river, stream, pond, county drain or other water impoundment. Also show the location of any neighboring wells and/or septic systems within 75' of your property. Be very specific as to the relationship between the lot size, house layout, and septic layout. Please show the distances (ft.) between the house location and property lines. If a scale is used, please indicate the dimensions used (e.g. 1" = 10'). Indicate all building dimensions. Give exact dimensions and height of proposed building. Please indicate North arrow.

The attached sketch is accurate and shows the layout of the property and any and all proposed construction. Any alterations(s) will need written approval by the Zoning Department

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature

Office use only

Check one:

\_\_\_\_\_ Application approved          \_\_\_\_\_ Application denied

\*If the application is denied, a separate sheet listing reasons for denial will be attached.

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

\_\_\_\_\_  
Signature Zoning Administrator

Request # \_\_\_\_\_

**ELECTRICAL PERMIT APPLICATION**  
**Birch Run Township**  
**8425 Main Street P.O. Box 152**  
**Birch Run, MI 48415**  
**(989) 624-9773**

Date of Application \_\_\_\_\_

**I. JOB LOCATION**

Name of Owner	Phone#	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		Publicly Owned: <input type="checkbox"/> YES <input type="checkbox"/> NO
Street Address & Job Location (Street No. & Name)		City/Village	Township	County

**II. CONTRACTOR/HOMEOWNER INFORMATION** (permit application MUST be signed on back of form.)

<input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name (Check Appropriate Box)		State License Number	Expiration Date
Address (Street No. & Name)		State Registration Number	Local Licensing Jurisdiction
City	State	Zip Code	Local License Number
Telephone Number (    )		Social Security Number	Federal Employer ID Number (or reason for exemption)
Worker's Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	

**III. TYPE OF JOB**

**IV.**

Single Family <input type="checkbox"/> 1. New <input type="checkbox"/> 2. Remodel <input type="checkbox"/> 6. Special Inspection Other <input type="checkbox"/> 3. New <input type="checkbox"/> 4. Remodel <input type="checkbox"/> 7. Mobile Home Setup <input type="checkbox"/> 5. Service Only <input type="checkbox"/> 8. Modular Home Setup	A plan review may be required before work is started, on any building other than a single family dwelling less than 3,500 square feet. See reverse side for details. Have plans been submitted for plan review? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
--	--

**V. FEE CHART** – Enter the number of items being installed, multiply by the unit price for the total fee.

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
1. <b>Application Fee</b> (non refundable)	<b>65.00</b>	<b>1</b>	<b>65.00</b>	16. Feeders – Bus Ducts, etc. – per 50'	6.00		
<b>SERVICE:</b> 2. Through 200 Amp.	10.00			17. Mobile Home Park Site (see reverse)	6.00		
3. Over 200 Amp. thru 600 Amp.	15.00			18. Recreational Vehicle Park Site	4.00		
4. Over 600 Amp. thru 800 Amp.	20.00			19. Units up to 20 K.V.A. & H.P.	6.00		
5. Over 800 Amp. thru 1200 Amp.	25.00			20. Units 21 to 50 K.V.A. or H.P.	10.00		
6. Over 1200 Amp. GFI only	50.00			21. Unit 51 K.V.A. or H.P. and over	12.00		
7. Circuits	4.00			22. Fire Alarms – up to 10 devices	50.00		
8. Lighting Fixtures – per 25	6.00			23. Fire Alarms – 11 to 20 devices	100.00		
9. Dishwasher	4.00			24. Fire Alarms – over 20 devices (each)	5.00		
10. Furnace – Unit heater	5.00			25. Special/Safety Insp.(includes cert. fee)	65.00		
11. Electrical Heating Units (baseboard)	4.00			26. Additional Inspection	65.00		
12. Power Outlets (ranges, dryers, etc.)	7.00			27. <b>Final Inspection</b>	<b>65.00</b>	<b>1</b>	<b>65.00</b>
<b>SIGNS :</b> 13. Unit	5.00			28. Registration Fee	15.00		
14. Letter IE (Transformer)	10.00						
15. Neon – each 50 feet	15.00			<b>TOTAL FEES</b>			

MAKE CHECKS PAYABLE TO: "BIRCH RUN TOWNSHIP"

VALIDATION AREA

OFFICE USE ONLY

APPROVED: \_\_\_\_\_

CASH     CHECK

DATE: \_\_\_\_\_

Authority National Electrical Code, as Adopted by Township Ordinance.  
 COMPLETION : Installation Shall Not Be Started Until Application is Filed  
 PENALTY: Written Order to Stop Construction.

**ELECTRICAL PERMIT APPLICATION**

**IV. APPLICANT SIGNATURE**

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Act of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of Birch Run Township relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines and/or imprisonment.

Signature of Licensee of Homeowner (Homeowner must also sign affidavit below)

**VII. HOMEOWNER AFFIDAVIT**

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the National Electrical Code as adopted by Birch Run Township and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Birch Run Township Electrical Inspector. I will cooperate with the Birch Run Township Inspector and assume responsibility to arrange for necessary inspections.

Signature of Homeowner

**VII. FEE CLARIFICATIONS**

**ITEM # 2, MOBILE HOME UNIT SITE:**

- When installing a site service in a park, the permit application should include the application fee, service, plus the number of park sites.
- When setting a mobile home in a park, a permit should include the application fee and a feeder. This shall be done by a licensed contractor.
- When setting a mobile home or a modular home on private property, a permit should include the application fee, service, and feeder.

**IX. PLAN REVIEW REQUIREMENTS**

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer license pursuant to Act No. 299 or the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

- Exception 1: Alterations and repair work determined by the electrical official to be of a minor nature.
- Exception 2: Work complete by a governmental subdivision or state agency costing less than \$15,000.
- Exception 3: A building of use group R-1A or R-1 containing not more than 3,500 square feet of building area.
- Exception 4: Wiring or alteration to an electrical system that costs less than \$10,000, unless requested by administrative authority.

**X. INSTRUCTIONS FOR COMPLETING APPLICATION**

**GENERAL:** Electrical work shall not be stated until the application for permit has been filed with Birch Run Township. All installations shall be in conformance with the current edition of the National Electrical Code, as adopted by the Birch Run Township ordinance. No work shall be concealed until it has been inspected.

When ready for an inspection, call the Birch Run Township office at (989) 624-9773 providing as much advance notice as possible. The Township will need the location and permit number. The inspector has forty-eight (48) hours from the date and time of the call to complete requested inspection.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF ISSUANCE OF THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED.**

**PLUMBING PERMIT APPLICATION**  
**BIRCH RUN TOWNSHIP**  
**8425 Main Street P.O. Box 152**  
**Birch Run, MI 48415 (989)-624-9773**

Date of Application \_\_\_\_\_

**I. JOB LOCATION/DESCRIPTION OF WORK**

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
Street Address & Job Location	Description of work being performed.

**II. CONTRACTOR/HOMEOWNER INFORMATION**

<input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name	State License Number	Expiration Date
Address (Street Number & Name)	Federal Employer ID Number	1
City                      State                      Zip Code	MESC Employer Number	
Telephone Number	Worker's Compensation Number	
Description of Work		

**Section 23a of the State Construction Act of 1972, Act. NO. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.**

Signature of Licensee or Homeowner (Homeowner must also sign affidavit on back)

**III. TYPE OF JOB**

**IV. PLAN REVIEW REQUIRED**

Single Family <input type="checkbox"/> 1. New <input type="checkbox"/> 2. Remodel <input type="checkbox"/> 5. Sewer Only	A Plan review may be required before work is started on any building other than a single-family dwelling less than 3,500 square feet. See reverse side for details. Have plans been submitted for plan review? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
Other <input type="checkbox"/> 3. New <input type="checkbox"/> 4. Remodel <input type="checkbox"/> 6. Water Service Only	
<input type="checkbox"/> 7. Special Inspection Only <input type="checkbox"/> 8. Mobile Home Setup <input type="checkbox"/> 9. Modular Home Setup	

**V. FEE CHART – Enter the number of items being installed, multiply by the unit price for total fee.**

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. <b>Application Fee</b> (Non refundable)	<b>65.00</b>	<b>1</b>	<b>65.00</b>	13. Manholes, Catch Basins	7.00		
2. Mobile Home Unit Site (see reverse)	7.00			14. ¾" Water Dist. Pipe	7.00		
3. Fixtures, Floor Drains, Special Drains, Water Connected Appliances	7.00			15. 1" Water Dist. Pipe	11.00		
4. Stacks (soil, waste, vent, and conductor)	7.00			16. 1 ¼" Water Dist. Pipe	13.50		
5. Sewage Ejectors, Sumps	7.00			17. 1 ½" Water Dist. Pipe	18.00		
6. Sub-soil Drains	7.00			18. 2" Water Dist. Pipe	22.50		
7. Water Service – Less than 2"	7.00			19. Over 2" Water Dist. Pipe	35.00		
8. Water Service – 2" to 6"	22.50			20. Reduce Pressure Zone Back Flow Preventer	7.00		
9. Water Service – Over 6"	50.00			21. Registration	15.00		
10. Connection Bldg. Drain Bldg. Sewer	10.00			22. Additional Inspection	65.00		
Sewer (sanitary, storm, or combined)				23. <b>Final Inspection</b>	<b>65.00</b>	<b>1</b>	<b>65.00</b>
11. Less than 6"	10.00						
12. 6" & Over	22.50			24. Plan Review	65.00 per hr.		

<b>TOTAL FEES</b>	
-------------------	--

MAKE CHECKS PAYABLE TO "BIRCH RUN TOWNSHIP"

VALIDATION AREA

OFFICE USE ONLY

APPROVED: \_\_\_\_\_

CASH     CHECK # \_\_\_\_\_    DATE: \_\_\_\_\_

# PLUMBING PERMIT APPLICATION

## VI. HOMEOWNER AFFADVIT

I hereby certify, the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the 1991 Edition of the Uniform Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Birch Run Township Plumbing Inspector. I will cooperate with the Birch Run Township Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

\_\_\_\_\_  
Signature of Homeowner

## VII. LEAD FREE NOTICE

The State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended, requires pipes, pipe fittings, solder, or flux, which are used in the installation or repair of a plumbing system in building or structure, providing water for human consumption or a public water system, be lead free. Lead free is defined as solder or flux containing not more than 0.2 % lead; and pipe fittings containing not more than 8% lead. These provisions do not apply to leaded joints necessary for the repair of cast iron pipes.

## VIII. FEE CLARIFICATIONS

**ITEM # 2, MOBILE HOME UNIT SITE:** This item is used for sewer excavations in a new park. The permit application should include the application fee plus the number of unit sites. When setting a mobile home in a park, or modular home on private property, a permit should include the application fee, a sewer, and a water service.

### ITEM # 3, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS, & WATER CONNECTED APPLIANCES INCLUDE:

Water Closet	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Water Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embaling Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still				Water Connected to Carbonated Beverage Machine

**PLUS ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED**

## IX. PLAN REVIEW REQUIREMENTS

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

Exception 1: Alterations and repair work determined by the plumbing official to be of a minor nature.

Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.

Exception 3: A building of use group R-3 or R-4 containing not more than 3,500 square feet or building area.

Exception 4: Assembly, Business, Mercantile, and Storage buildings with the required plumbing fixture count less than 12.

## X. INSTRUCTIONS FOR COMPLETING APPLICATION

**GENERAL:** Plumbing work shall not be started until the application for permit has been filed with the Birch Run Township Building & Codes Department. All installations shall be in conformance with the 1991 Uniform Plumbing Code. No work shall be concealed until it has been inspected.

Inspection arrangements can be made by contacting the Birch Run Township Office (517) 624-9773. When ready for inspection, call Birch Run Township with as much advance notice as possible. When calling for inspection, caller must have the location and permit number. Inspections are performed during normal business days.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS FO THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REINSTATED.**

**WHERE TO SUBMIT APPLICATION:** Applications can be obtained and returned to the Birch Run Township office, located at 8425 Main Street, Birch Run, Michigan, 48415.

Questions regarding permits and/or plan reviews should be directed to the Birch Run Township Building Codes Department.



Date of Application \_\_\_\_\_

**MECHANICAL PERMIT  
BIRCH RUN TOWNSHIP  
8425 Main Street P.O. Box 152  
Birch Run, MI 48415 (989)-624-9773**

**NOTE:** Please read Section 6 “General Instructions for Completing the Application”

**1. JOB LOCATION**

Name of Owner/Agent	Has a building permit been obtained for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED
Street Address & Job Location	<b>BIRCH RUN TOWNSHIP</b>

**2. CONTRACTOR/HOMEOWNER INFORMATION** (Permit must be signed in section 9 on reverse side of form)

<input type="checkbox"/> Contractor Name <input type="checkbox"/> Homeowner Name	State License Number <span style="margin-left: 150px;">Expiration Date</span> <span style="margin-left: 150px;">1</span>
Address (Street Number & Name)	Federal Employer ID number
City State Zip	MESC Employer Number
Telephone Number	Worker's Compensation Insurance Carrier
Description of Work	

**3. TYPE OF JOB**

**4. PLAN REVIEW REQUIRED** (See section 7 on reverse side)

<input type="checkbox"/> Single Family <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Special Inspection <input type="checkbox"/> Other <input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Mobile Home Setup <input type="checkbox"/> Modular Home Setup	See Plan Review requirements before completing this section. A. * Plans not required. C. * Plans required, but not yet submitted. B. * Plans required and submitted.
--	--

**5. FEE CHART** – Enter the number of items being installed, multiply by the unit price for the total fee.

DESCRIPTION	FEE	# ITEMS	TOTAL	DESCRIPTION	FEE	# ITEMS	TOTAL
1. Application Fee (non-refundable)	65.00	1	65.00	20. Air Handlers/Heat Wheels. Under 10,000 CFM	17.00		
2. Residential Heating System (includes duct & pipe)	42.50			21. Air Handlers/Over 10,000 CFM	51.00		
3. Gas/Oil Burning Equipment (New and/or Conversion Units) & Furnace replacements & vent w/o A/C	25.50			22. Commercial Hoods	12.75		
4. Residential Boiler	25.50			23. Heat Recovery Unit	8.50		
5. Water Heater	4.25			24. V. A. V. Ea.	8.50		
6. Flue/Vent Damper	4.25			25. Unit Ventilators	8.50		
7. Solid Fuel Equip. (inc. chimney)	35.00			26. Unit Heaters (Terminal Units)	12.75		
8. Chimney Factory Built	21.25			27. Fire Suppression Protection Minimum 25.00 per hd	.80		
9. Solar : 3 panels	17.00			28. Evaporator Coil	35.00		
10. Gas piping (each opening-new)	4.25			29. Refrigeration (split system)	35.00		
11. Air Conditioning (inc. Split system)	35.00			30. Chillers	35.00		
12. Heat Pumps: Complete Residential	35.00			31. Cooling Towers	35.00		
13. Bath & Kitchen Exhaust	4.25			32. Compressor	35.00		
Tanks:				33. Special Code compliance per hour (or 1 <sup>st</sup> admin fee)	65.00		
14. Above ground	17.00			2 <sup>nd</sup> Admin. fee	100.00		
15. Underground	21.25			34. Additional Inspections	65.00		
16. Humidifier	8.50			35. Final Inspection	65.00	1	65.00
17. Piping –Min.-21.25	.04 ft			36. Registration Fee	15.00		
18. Duct-Min. 21.25	.08 ft			37. Plan Review Mechanical 65% of permit fee/ Minimum \$125.00			
19. Heat Pumps: Commercial.(pipe not included).	17.00						
20. LP Tank		<b>Flat Fee</b>	<b>50.00</b>			<b>TOTAL</b>	

Fee clarification-Item #2 RESIDENTIAL HEATING SYSTEM- This item is used for installation of a heating system in a new residential structure. Items #10 GAS Piping and #17 Duct SHOULD NOT BE CHARGED. NOTE: REPLACEMENT SYSTEMS SHOULD BE ITEMIZED.

**MAKE CHECKS PAYABLE TO: "BIRCH RUN TOWNSHIP"** **VALIDATION AREA** **OFFICE USE ONLY**  
 APPROVED BY: \_\_\_\_\_  CASH  CHECK No. \_\_\_\_\_ DATE \_\_\_\_\_

# MECHANICAL PERMIT APPLICATION

## 6. GENERAL INSTRUCTIONS FOR COMPLETING APPLICATION

Mechanical work shall not be started until the application for permit has been filed with Birch Run Township. All installations shall be in conformance with the Birch Run Township Mechanical Code. NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED.

The Mechanical Inspection can be made by contacting the Birch Run Township Office to set up an inspection time at least 48 hours in advance of required inspection. The Inspector will need the address and permit number.

**EXPIRATION OF PERMIT.** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced, suspended or abandoned within period of six months after the time of commencing the work.

**A PERMIT SHALL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED AND SHALL BE VOIDED.**

PERMITTEE MUST INITIAL THIS BOX, VERIFYING THEY HAVE READ THIS APPLICATION FORM COMPLETELY.

## 7. PLAN REVIEW REQUIREMENTS:

Plans are not required for the following:

1. One or two family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the mechanical official be of a minor nature.
3. Business, Mercantile and Storage buildings have HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.  
If work is being performed is described above, answer Section IV "A", plans are not required.

Plans **are** required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act. No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

## 8a. HOMEOWNER AFFIDAVIT

I hereby certify, the mechanical work described on the permit application shall be installed by myself, in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Birch Run Township Mechanical Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Birch Run Township Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

## 8b. APPLICANT SIGNATURE

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

\_\_\_\_\_  
Signature of Licensee or Homeowner (Homeowners must also sign)

\_\_\_\_\_  
Date

## DESCRIPTION OF WORK

RESOLUTION DECLARED ADOPTED.

YEAS: Kiessling, Letterman, Parlberg, Sheridan, Totten, Trinklein

NAYS: None

ABSTENTIONS: None

CERTIFICATION

State of Michigan )  
                              ) ss  
County of Saginaw )

I, the undersigned, the duly qualified and acting Township Clerk for Birch Run Township, Saginaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the 11<sup>th</sup> day of February, 2020.

IN WITNESS WHEREOF, I have hereunto fixed my official signature on this 13<sup>th</sup> day of February 2020.

---

Corey Trinklein, Clerk  
Birch Run Township